

Church PROCEDURES for Volunteers

Serving/Working with Children



1. Two Adult volunteers (or one adult volunteer and at least one youth volunteer) will be responsible for supervision of children at all times during VLCC-sponsored ministry activities. Class size and student age, as well as other relevant considerations, will be factors in evaluating staffing need.
2. One-on-one mentoring or consultation sessions between a supervising adult and a minor will be conducted in plain view of other adults or volunteers.
3. Disclosure of pertinent allergies and/or medical precautions will be provided by a parent/guardian for any child of theirs that participates in a VLCC-sponsored program or event. (See Child Registration Form included below). In addition, the parent/guardian shall identify who may or may not pick up their child. The adult supervisor will only release a child to one of the individuals pre-approved in writing by the parent/guardian of that child. The forms may be updated at any time by the parent/guardian.
4. Behavior: During any VLCC-sponsored event, if a minor's behavior becomes inappropriate and verbal instruction is ineffective (i.e., the child remains insubordinate after caution/reprimand), an adult volunteer may place the child in a time out setting within the room. Should the behavior be unmanageable, the parent/guardian will be contacted and requested to remove the child from the event. This is at the discretion of the supervising adult.
5. Release at End of Event: Adult supervision is guaranteed until all children less than twelve years of age are returned to the care and custody of parent/guardian or individual authorized by parent/guardian to receive child. Sign-in/Sign-out Sheets will be provided to assure that minors are released to their proper guardian.
6. Bathroom Procedures: Parents of nursery-aged children will be contacted to help their child with bathroom needs. Diapers will not be changed and nursery-aged children will not be escorted to the bathroom. Children aged 4-7 will be escorted to a gender-appropriate bathroom and a supervising volunteer will remain at the bathroom door for help with entrance and exit only. Minors older than 7 will go to the bathroom without adult supervision, or they may attend alone or with one other same-gendered partner.
1. Accidents: If an accident occurs, the supervising adult will notify the child's parent/guardian about the nature of the incident.
2. All allegations of improper conduct involving minors will be taken seriously and dealt with in a timely manner according to New York State Law. All reported allegations of misconduct during VLCC-related events will be handled confidentially as circumstances permit. Initial reports shall be made to the ministry leader and an elder, unless the concern involves one of these individuals, in which case known or suspected abuse must be reported to another non-involved Church official.
3. All Volunteers will complete a Background Check Authorization Form, sign a copy of the "Church POLICY for Volunteers Serving/Working with Children" document, sign a copy of this "Church PROCEDURES for Volunteers Serving/Working with Children" document, and attend an abuse Training Event acceptable to VLCC. All forms will be confidentially filed among official VLCC records. Volunteers from other Christian assemblies or ministries shall provide proof of comparable screening from the respective congregation, ministry, or organization.

Agreement to Comply with this PROCEDURES Document

I, _____, have read this Church PROCEDURES for Volunteers Serving/Working with Children document and I have also read the associated Church POLICY for Volunteers Serving/Working with Children. I agree to abide by these Church PROCEDURES during all volunteer service that I perform for any VLCC ministry that involves working with children.

Name (Print): _____

Signature: _____ Date: _____